



AGENDA

TOWN OF CORTE MADERA
PARKS AND RECREATION COMMISSION
Corte Madera Town Hall Council Chambers
300 Tamalpais Dr.

MONDAY, October 24, 2016
7:00 P.M.

1. OPENING

Call to Order, Roll Call, and Salute to the Flag

2. OPEN TIME FOR PUBLIC DISCUSSION

The public is invited to address the Parks and Recreation Commission on any matter in the Commission's jurisdiction, except for items scheduled for Continued or New Hearings. Comments are limited to three minutes per speaker.

The public will be given an opportunity to speak on each agenda item at the time it is called. The Parks and Recreation Commission may discuss and/or take action regarding any or all of the items listed below. Once the public comment portion of any item on this agenda has been closed by the Commission, no further comment from the public will be permitted unless authorized by the Chair or the commission and if so authorized, said additional public comment shall be limited to the provision of information not previously provided to the Commission or as otherwise limited by order of the Chair or Commission.

3. CONSENT CALENDAR

The purpose of the Consent Calendar is to group items together which are routine or have been discussed previously and do not require further discussion. They will be approved by a single motion. Any member of the Commission, Town Staff, or the Public may request removal of an item for discussion. Rescheduling of the item(s) will be at the discretion of the Chair and Commission.

4. PARK AND RECREATION DIRECTOR AND COMMISSIONER REORTS

4.1 COMISSIONERS' REPORTS

- September
 - Commissioner Ahern – Town Council
 - Individual Commissioner Updates
- Facilities Sub-Committee:

4.2 PARK AND RECREATION DIRECTOR'S REPORT - UPDATES

- Recreation Center
- Outdoor
- Neil Cummins Gym
- Kids Club
- Summer Playground
- Special Events
- Capital Projects
- Disaster Council
- Centennial Committee
- Budget Status

5. BUSINESS ITEMS

5.1 Skate Park Workshop Review and Discussion

5.2 Discussion and Consideration of Teen Programming Workshop

5.6 Approval of Minutes from September 2016 Meeting

6. ROUTINE AND OTHER MATTERS

The following items do not require a formal hearing, although the Chair and staff will indicate why each item is on the agenda. Commission may decide to reschedule the item as a public hearing.

6.1 FUTURE AGENDA ITEMS

Dog Park Analysis and Conceptual Design Review
Review of Winter Brochure

6.2 ITEMS FOR YEARLY REVIEW

Month	Items
January	Review of Fee Resolution
February	Review of Roberts Rules of Order, Brown Act; Commissioner's Responsibilities, Review of Summer Brochure
March	
April	Kids Club Mid-Year Review, Summer Playground Presentation for Upcoming Year
May	Volunteer of the Year
June	Capital Improvement Discussion; Measure "A" Money
July	Reorganize Commission (Select Chair and Vice-Chair); Annual Programming Report, Review of Fall Brochure
August	Kids Club Presentation for Upcoming Year
September	Summer Playground Re-Cap
October	Review of Winter Brochure
November	Capital Improvement Update
December	Mid-Year Budget Review, Commission Wish List Review

6.3 TOWN COUNCIL MEETINGS

January – Ahern	February – Phipps	March – Engstrom	April - Casissa
May – Fong	June – Elson	July – Janowsky	August – Blomgren
September - Ahern	October – Phipps	November – Engstrom	December - Casissa

7 ADJOURNMENT

Next regular meeting will be on December 5th.

8 PROCEDURAL NOTES

- All documents relating to agenda items are available for the public review in the Parks and Recreation Departments of the Town of Corte Madera Offices at 498 Tamalpais Dr., between the hours of 8am – 5pm Monday – Thursday. Staff reports are normally available on Thursday afternoon preceding the Monday meeting. It is recommended that you contact the Parks and Recreation Department for availability.
- Each person desiring to speak on an item will be given an opportunity at the appropriate time. Please state your name and address as the meeting is being recorded.
- **APPEAL** – Following the actions by the Parks and Recreation Commission at a public hearing or meeting, any decision of the Commission may be appealed to the Town Council within TEN (10) calendar days.
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Parks and Recreation Department at (415) 927-5072. For auxiliary aids or services or other reasonable accommodations to be provide by Town at or before the meeting, please notify the Parks and Recreation Department at least 3 business days (the Wednesday before the meeting) in advance of the meeting date. If the Town does not receive timely notification of your reasonable request, the Town may not be able to make the necessary arrangements by the time of the meeting.

**TOWN OF CORTE MADERA
PARKS AND RECREATION COMMISSION MEETING
CORTE MADERA TOWN HALL COUNCIL CHAMBERS
SEPTEMBER 26, 2016
DRAFT MINUTES**

Commissioners

Present: Fred Casissa, Chair
Nathan Blomgren
Sarah Elsen
Pam Fong
Emily Janowsky
Elein Phipps
Eric Ahern, Youth Commissioner

Commissioners Eric Engstrom

Absent:

Staff Mario Fiorentini, Recreation Director
Present: Brian Hernandez, Recreation Supervisor

1. CALL TO ORDER AND ROLL CALL AND SALUTE TO THE FLAG

Chair Casissa opened the meeting at 7:00 p.m.

2. OPEN TIME FOR PUBLIC COMMENT

There were no comments.

3. CONSENT CALENDAR

There were no Consent Calendar items.

4. PARK AND RECREATION DIRECTOR AND COMMISSIONER REPORTS

- a. Commissioner's Reports
 - September Town Council Meetings

Youth Commissioner Ahern reported the Town Council approved the "Let it Snow Day" Event sponsored by the Recreation Department. The Council also discussed the success of the recent Circus Vargas Event and the Age-Friendly Corte Madera Safety Seminar for Seniors.

- Individual Commissioner Updates

Commissioner Blomgren reported he recently signed up for the Marin Villages Program through Age-Friendly Corte Madera. It is a national organization that promotes volunteerism in the community. Sign ups are through the Marin Villages Website. He stated he attended the Ice Cream Social and it was a lot of fun! The Public Works Department did a great job putting the park back together so quickly after the event.

Commissioner Elsen stated her daughter played in her first Corte Madera Recreation Soccer game several weeks ago and had a blast! She was surprised at how many people use the park on the weekends.

- Facilities Sub-Committee

Chair Casissa reported the sub-committee met once this month- this item would be covered during agenda item #5.4.

- b. Park and Recreation Director's Report- Update

- Community Center
- Outdoor
- Neil Cummins Gym
- Kids Club
- Summer Playground
- Special Events
- Capital Projects
- Disaster Council
- Centennial Committee
- Budget Status

Recreation Director Fiorentini reported newly hired Town Manager Todd Cusimano started this morning. He will be meeting with all department heads to discuss projects they are working on and other matters. "Let it Snow Day" will be held on Saturday, December 3rd and Breakfast with Santa will be held on Saturday, December 10th. Staff just finished up with helping out the Women's Club with the Ice Cream Social- it was a big success. Oktoberfest is coming up and staff will be helping out with kid's games, projects, etc. Staff is working on plans for the three-day long Haunted House running from October 29th through the 31st. Chair Casissa asked if it was also for adults. Recreation Director Fiorentini stated "yes". A part-time Senior Coordinator was recently hired- Ms. Molly Grant. Staff will be meeting with Ms. Grant tomorrow. Staff is looking at having an outreach workshop meeting on Saturday, October 15th for the Skate Park. Circus Vargas was a huge success with Mayor Bailey serving as the Ringmaster during one performance. They gave the department a lot of free tickets to pass out to kids, etc.

5. BUSINESS ITEMS

5.1 Summer Playground 2016 Wrap Up

Recreation Director Fiorentini introduced outgoing Summer Playground Program Director Vincent Truong. He noted Mr. Truong was recently hired to be the department's Marketing Coordinator.

Program Director Truong made a Powerpoint presentation that included the following: 1) Staff; 2) Structure; 3) Other Notable Changes; 4) Attendance; 5) Expenditure Summary; 6) Total Revenue; 6) Donations.

Chair Casissa referred to the Revenues and Expenditures sheet and asked if there was a net profit or loss. Director Truong stated he thought they came in about even.

Chair Casissa asked why the attendance numbers have dropped. Director Truong stated there is more competition these days. There were several camps happening at Neil Cummins and Town Park. Some of the camps have changed their pricing to be more competitive. Chair Casissa asked how the program could better compete with the other camps. Director Truong stated they need to continue to increase the quality of the camp and get the word out.

Chair Casissa asked if the staffing level stayed the same this year compared to last year even though the numbers went down. Director Truong stated it stayed the same. This helped ensure the high quality of the camp and strengthen the bond with the campers.

Commissioner Fong stated she did not think they were necessarily competing with the other camps that were very expensive. The Summer Playground Program provides more value.

5.2 Kids Club Presentation for 2016-17 School Year

Recreation Director Fiorentini introduced Kids Club Director Christina Martin.

Kids Club Director Martin presented the staff report that included the following: 1) Fees and schedules; 2) Staff; 3) Frequently Asked Questions; 4) Our Mission; 5) Donations; 6) New logo; 7) New and expanding activities; 8) Special guests; 9) New Mission Statement; 10) Increased training.

Commissioner Fong asked if staff has thought of a way to get the Cove School students to the Kids Club (take the bus, etc.). Director Martin stated staff was working on the issue of transportation- some kids do

take the bus. They are looking at options. Commissioner Fong stated she was told that that only kids ride that bus and she would love to see more Cove School students come to the program.

Chair Casissa asked how much a scholarship would be. Recreation Supervisor Hernandez stated it would be \$25 per day for 120 days- around \$4,500 per year (minus a 10% discount).

Chair Casissa asked if coding classes were offered at the Kids Club or as an after school class through the department. Recreation Supervisor Hernandez stated he was looking for a teacher to start in January.

5.3 Discussion and Possible Action on AVON 39 Walk to End Breast Cancer Event 2017

Recreation Director Fiorentini stated the Avon Walk to End Breast Cancer group has turned in its Special Events Permit Form. They listed two different weekend dates- July 7th, 8th, and 9th, and July 14th, 15th and 16th. He asked the Commission to approve the event- staff would approve the dates. The event is always a huge success and they always leave the park in very good condition.

Commissioner Janowsky asked how much they pay to use the park/facilities for the weekend. Recreation Director Fiorentini stated the fee was around \$32,000. This includes the use of Town Park and the gravel lot at Nordstrom's. Commissioner Janowsky stated that was a lot of revenue to receive for one weekend. She supports the event.

M/s, Fong/Janowsky and approved unanimously (Engstrom absent) to recommend to the Town Council approval of the Avon Walk to End Breast Cancer.

5.4 Continued Discussion of Dog Park Site Analysis

Recreation Director Fiorentini presented the staff report. He noted MIG would be doing more on-site analysis.

Chair Casissa asked if the project was subject to the California Environmental Quality Act (CEQA). Recreation Director Fiorentini stated MIG was looking into this.

Mr. Charles Schumacher, Oakdale Avenue, stated he found it odd that the graph did not place values on the elements (Adjacent Uses, Facilities/Infrastructures, Accessibility, Environmental Constraints). He would not want to live in one of the apartments across the street from the Pixley site- it will smell and show a lot of wear and tear. He urged the Commission to consider a site on the east side of Town Park.

Ms. Pauline Masseone, Pixley Avenue, stated there was a lot of traffic and lack of parking at the park on the weekends.

Mr. Christian Martinez, Pixley Avenue, stated he was concerned about the Pixley site. There are a lot of fast drivers on Pixley and he was worried about dogs going into the street. The site would invite a lot of problems because of the kids going to school and all the activities in the park. Parking is a challenge on the weekends since the park is so well used.

Mr. Peter Hensell, Willow Avenue, stated there were potential safety issues at the Pixley site. It was not a good idea to have a dog park next to a playground. He discussed the intensity of use at the park and the fact that parking was a problem. A Corte Madera resident came up with the idea of using the area behind Café Verde and the Park Madera Plaza for a dog park- this might be the best idea. The informal dog park at the Alto Tunnel was well used and had plenty of room for dogs to play.

Mr. Nick Jamaris, Willow Avenue, stated the Commission should consider the Alto Tunnel site. It is an existing dog park.

Ms. Felice Livingston, Pixley Avenue, stated she lives right across the street from the Pixley site. That piece of the park is used all the time for picnics, etc. She did not want to look out at a smelly dog park. She thought it might negatively impact her property value. She asked the Commission to consider a location that is not "somebody's front yard". She asked how many people took the survey. She stated she was not aware of this issue until just recently when she received the mailer. She wanted to know how far along the path they were in the process.

Mr. Aiden Ester, Corte Madera Avenue, stated there was no place to take a dog off-leash in Corte Madera. He would love to be able to walk his dog to a dog park. The idea of dogs being a danger to kids is overblown. The Pixley site is public land and not someone's "front yard". A lot of people live in Town and use Town Park. There is a lot of value in increasing the function of the park. He takes his dog to the Alto Tunnel site but there are a lot of yards and a road that runs next to it. This is not a safe off-leash location.

Mr. Hensell asked why they were not looking for a site in East Corte Madera. The consultants have focused on the Pixley site. He did not think the consultants have done their due diligence.

Ms. Jenny Vance, Pixley Avenue, stated she would love to see a dog park in Corte Madera but not at the Pixley site.

Ms. Christine Segrue, Pixley Avenue, was opposed to a dog park at the Pixley site.

Chair Casissa stated staff was looking into the Alto Tunnel site but there could be some issues because the County owns the rights to the land. The process started in February and there were two workshops, plus several Commission meetings. The meetings are publicized on Nextdoor, on the Town's Website, and through an email blast. Staff sent a mailer for this meeting to residents who live within a 300-foot radius of the Pixley site. There were over 300 responses to the on-line survey which resulted in a favorable response for a dog park somewhere in Town. He referred to the east side of Town and noted: 1) The Nordstrom's site was leased to Norstrom's; 2) The Cove School site is a Joint Use Agreement between the Town and the Larkspur/Corte Madera School District; 3) Bayside Park had parking and accessibility issues; 4) Granada Park is owned by the Reed School District; 5) The Porter Cooley site has no parking; 6) The areas near Nordstrom's are wetlands owned by Golden Gate Transit.

Commissioner Blomgren stated the Commissioners were members of the community that are tasked with listening to the public and making recommendations to the Town Council. Some members of the public are new to the process while others are wondering why the process is going so slowly. MIG studied three different options but the Commission is looking for the best site in Town. They are looking at cost, neighborhood issues, access, etc. None of these sites stand out- that is why the Commission has not sent a recommendation to the Town Council. The Commission does not decide to build a dog park- that is the job of the Town Council. Residents concerns are being heard.

Commissioner Janowsky stated she is on the Facilities Sub-committee along with Chair Casissa and Commissioner Blomgren. There has been a lot of input on this topic since February through the workshops, monthly Commission meetings, and Nextdoor, etc. More than 85% of the people who took the survey are in favor of a dog park- but it is hard to find a suitable location.

Chair Casissa asked how the Pixley Avenue neighbors could stay informed. Recreation Director Fiorentini stated there were Town Website portals for different projects and he was looking into loading this project onto the Town Website. He also urged resident to forward his or her email address to the Recreation Department.

Mr. Guy Martinez asked about the survey methodology. Recreation Director Fiorentini stated he would make that available on-line. Chair Casissa stated they used Survey Monkey.

5.5 Discussion and Possible Action of Colors for Proposed Shade Structure at Town Park Playground

Recreation Supervisor Hernandez presented the staff report. He stated the shade sail structure would be built in the dirt area just behind the porta-potties. More shade structures could be added when more money becomes available. The darker the color, the more UV protection. He pointed out the proposed location on the map. The budget is \$50,000. Staff is recommending a green fabric with a blue pole. The poles do get warm during the summer but pads could be bought for \$140 per pole.

Ms. Pauline Masseone stated it would make sense to match the shade structures at Neil Cummins. Recreation Supervisor Hernandez stated those were beige.

Commissioner Fong asked which green color staff was recommending. Recreation Supervisor Hernandez stated he was recommending the “bottle green”. It has good UV protection and would be easy to clean.

Commissioner Elsen stated the color should blend in with the environment- the marsh, Eucalyptus trees, etc. She was in favor of a green or light tan fabric with a blue pole.

M/s, Elsen/Ahern and approved unanimously (Engstrom absent) to recommend to the Town Council the following colors for the playground shade structure- “bottle green” fabric with blue poles.

5.6 Discussion and Possible Action on Commission Meeting Schedule for November and December

Chair Casissa stated the regularly scheduled meetings in November and December were very close to holidays and he recommended cancelling them. He recommended holding a Special meeting on December 5th or 12th.

M/s, Fong/Janowsky and approved unanimously (Engstrom absent) to cancel the regular meetings of November and December and hold a Special Meeting on December 5th.

5.7 Approval of Minutes from August 2016 Meeting

M/s, Janowsky/Fong and approved unanimously (Engstrom absent) to approve the August 22, 2016 minutes as submitted.

6. ROUTINE AND OTHER MATTERS

A. Future Agenda Items

Chair Casissa stated the following item would be on a future agenda: 1) Continued Discussion regarding Dog Park; 2) Continued Discussion regarding Skate Park Renovation; 3) Discussion regarding Teen Programs.

7. ADJOURNMENT

The meeting was adjourned at 8:30 p.m. Chair Casissa stated a Special Meeting was scheduled for Monday, December 5, 2016 at 7:00 p.m. in the Council Chambers.

Respectfully submitted,

Toni DeFrancis
Recording Secretary